

## County of Los Angeles Career Opportunity



### ADMINISTRATIVE DEPUTY II (Unclassified)

Restricted to the Employees of the County of Los Angeles



Filing Period: December 20, 2013 until the Position is Filled

### THE DEPARTMENT

The Department of Human Resources (DHR) is committed to providing innovative and efficient Human Resources (HR) solutions to support public service by recruiting, developing, and retaining a highly qualified, diverse workforce. DHR serves as the central agency for HR and partners with line human resources operations to provide an integrated approach to human resources management with a centralized-decentralized balance.

The department strives to deliver HR services that are relevant, strategic, and specifically designed to achieve the operational agendas of each of our line departments, our Chief Executive Office and our Board of Supervisors. DHR delivers services, which include employee recruitment, benefits administration, employee performance management, training and development, and eHR to automate and streamline various HR processes.

The goal for DHR is to deliver the mission, vision, and strategic direction of the County through its employees - the individuals who make the difference in providing services for the citizens of the County of Los Angeles. The department has a budget of over \$63 million, with 363 budgeted positions.

### DHR MISSION

To provide innovative and efficient HR solutions to support public service by recruiting, developing, and retaining a highly qualified, diverse workforce.

### THE POSITION

The Administrative Deputy reports to the Chief Deputy and has responsibility for directing the administrative operations of the Department of Human Resources through subordinate managers in fiscal, human resources, procurement, and support services.

### EXAMPLES OF DUTIES

- Directs the planning, development, and administration of all departmental fiscal operations including collection of revenue and control of expenditures, and directing the preparation and analysis of the Department budget.
- Directs the planning, administration and evaluation of complex human resources programs for the Department.
- Designs and implements strategic direction for administrative operations to effectively meet current and future administrative needs for the entire organization.
- Oversees long and short term planning and policy development for the Department with particular emphasis on administrative services and operations.
- Coordinates support services with other County departments, outside agencies, and vendors.
- Implements new and revised programs, policies, and procedures in order to achieve maximum operational efficiency, improve services, and reduce administrative costs.
- Directs the procurement, inventory control, and supply distribution operations of the Department.
- Oversees the collection, analysis, and maintenance of production and performance statistics for the department.

### THE IDEAL CANDIDATE

The ideal candidate for this position will have strong technical, management, and leadership skills, specifically in human resources, finance, and budget. A good listener, decision maker, and problem solver, the new Administrative Deputy will also be able to inspire those qualities in others.

The successful candidate will have a track record of implementing strategies that improve the effectiveness and efficiencies within his or her department.



## QUALIFYING EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Management, or a closely related field, and either:

- Three years of highly responsible experience managing, through subordinate managers, a major division providing budget, personnel, or other administrative services.
- Five years of highly responsible administrative experience supervising administrative staff providing budget, personnel, or other administrative services.

License: A valid California Class "C" driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

## DESIRABLE QUALIFICATIONS

- Knowledge of and experience in preparing County budgets, monitoring expenditures and managing contracts.
- Experience in managing a variety of administrative, human resources and other support functions in both staff and line capacities.
- Experience in effectively directing, supervising, and evaluating the work of professional and technical personnel in a unionized environment.
- Management experience in promoting and managing change or developing and implementing strategic goals.
- Experience working with Board offices and related correspondence, including Board letters, memos and reports.
- Experience in dealing with County officials and outside agencies in order to implement County services and programs.
- Strong and effective oral, written, and interpersonal communication skills dealing with public officials, other public agencies, legislative bodies, community groups, private and non-profit agencies, stakeholders and the public.
- Master's degree in Business Administration, Public Administration, Management or a closely related field from an accredited college or university.

## COMPENSATION & BENEFITS

**ANNUAL SALARY: \$109,132 – \$165,180 (MAPP RANGE 13).** This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.

## THE SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information, which the candidate wishes to be considered. Only the most qualified candidates will be invited to participate in the selection process.

**NOTE:** A background investigation will be completed on the candidates recommended for this position.

## TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position. Submission should include ALL of the following:

- Candidate's ability to meet the requirements as stated in the Qualifying Education and Experience, and Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

Please submit resume, cover letter, record of accomplishments, verification of degrees, and current salary information to the following email address: [ExecutiveRecruitment@hr.lacounty.gov](mailto:ExecutiveRecruitment@hr.lacounty.gov) and indicate the position title of DHR Administrative Deputy II in the subject line of your email. Materials received by January 7, 2014, will receive first consideration. Electronic submittals are preferred.

Confidential inquiries welcomed to:

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This announcement may be downloaded from the County of Los Angeles website at: <http://hr.lacounty.gov>.

Recruitment services provided by the Department of Human Resources

